

# **State of Alaska FY2018 Governor's Operating Budget**

## **Department of Administration Business Transformation Office Component Budget Summary**

<b>Component: Business Transformation Office</b>
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**Contribution to Department's Mission**

To provide back office support of common administrative transactions to allow state departments to use budget and staff to focus on their core mission and responsibilities.

**Major Component Accomplishments in 2016**

This is a new component in FY2018 therefore there are no major accomplishments for FY2016.

**Key Component Challenges**

A key challenge for the Shared Services Office (SSOA) is standing up a brand new effort that did not previously exist. Positions are being transferred from all other departments requiring logistical set up of work spaces, computers, and other equipment. Service level agreements, key performance indicators, and rates for services are being established with each department for the services to be performed by the SSOA.

**Significant Changes in Results to be Delivered in FY2018**

The Business Transformation Office will oversee several different initiatives simultaneously that are designed to save the state money on common administrative functions. This changed will be driven by project management staff working with each department to re-engineer processes to identify efficiencies. It will be heavily reliant on establishing metrics and using data to quantify process time, cost, and other parameters.

**Statutory and Regulatory Authority**

No statutes and regulations.

<b>Contact Information</b>
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Business Transformation Office Personal Services Information				
Authorized Positions			Personal Services Costs	
	<u>FY2017</u> <u>Management</u> <u>Plan</u>	<u>FY2018</u> <u>Governor</u>		
Full-time	0	5	Annual Salaries	436,572
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	236,632
			<i>Less 0.00% Vacancy Factor</i>	(0)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>0</b>	<b>5</b>	<b>Total Personal Services</b>	<b>673,204</b>

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Division Director	0	0	1	0	1
Program Manager	2	0	2	0	4
<b>Totals</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>5</b>

**Component Detail All Funds**  
**Department of Administration**

**Component:** Business Transformation Office (3136)  
**RDU:** Shared Services of Alaska (17)

Non-Formula Component

	FY2016 Actuals	FY2017 Conference Committee	FY2017 Authorized	FY2017 Management Plan	FY2018 Governor	FY2017 Management Plan vs FY2018 Governor	
71000 Personal Services	0.0	0.0	0.0	0.0	673.2	673.2	100.0%
72000 Travel	0.0	0.0	0.0	0.0	3.0	3.0	100.0%
73000 Services	0.0	0.0	0.0	0.0	35.3	35.3	100.0%
74000 Commodities	0.0	0.0	0.0	0.0	3.0	3.0	100.0%
75000 Capital Outlay	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
77000 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
78000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
<b>Totals</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>714.5</b>	<b>714.5</b>	<b>100.0%</b>
<b>Fund Sources:</b>							
10071/A Rcpts (Other)	0.0	0.0	0.0	0.0	714.5	714.5	100.0%
<b>Unrestricted General (UGF)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Designated General (DGF)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Other Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>714.5</b>	<b>714.5</b>	<b>100.0%</b>
<b>Federal Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Positions:</b>							
Permanent Full Time	0	0	0	0	5	5	100.0%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	0	0	0	0	0	0	0.0%

**Change Record Detail - Multiple Scenarios with Descriptions**  
**Department of Administration**

**Component:** Business Transformation Office (3136)  
**RDU:** Shared Services of Alaska (17)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
<b>Subtotal</b>		<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0</b>	<b>0</b>	<b>0</b>
***** <b>Changes From FY2017 Management Plan To FY2018 Governor</b> *****												
<b>Transfer Division Director (02-5182) from Facilities Administration for Shared Services of Alaska Implementation</b>												
Trin		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0

The Department of Administration is reorganizing the Division of General Services within the new Shared Services of Alaska organization. An initial wave of positions is transferred from Facilities Administration to the Shared Services of Alaska organization for program administration.

The Shared Services organizational structure provides back-office support for common administrative functions, allowing the agency to focus more closely on core mission responsibilities.

The Shared Services organization model will increase the quality and speed of service delivery, and increase client satisfaction while decreasing the overall cost to the department for performing these functions. This is achieved through a business structure focused on continuous process improvement that includes standardizing business processes and improving transaction cycle-times.

The following PCN is transferred to the Shared Services organization:

Full-time Division Director (02-5182), range 27, located in Juneau

**Add Four Program Managers and Authority for Shared Services of Alaska Implementation**

Inc	712.0	670.7	3.0	35.3	3.0	0.0	0.0	0.0	4	0	0
1007 I/A Rcpts	712.0										

Add four full-time Program Managers and associated interagency budget authority for Shared Services of Alaska implementation. The Program Managers are an integral part of transitioning services from agencies to the new Shared Services of Alaska division.

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The following PCNs are created for the Shared Services for Alaska organization:

- Full time Program Manager (02-#010), range 22, located in Juneau
- Full time Program Manager (02-#011), range 22, located in Juneau
- Full time Program Manager (02-#012), range 22, located in Anchorage
- Full time Program Manager (02-#013), range 22, located in Anchorage

**FY2018 Alaska Care & PSEA Health Insurance Increase**

**Change Record Detail - Multiple Scenarios with Descriptions**  
**Department of Administration**

**Component:** Business Transformation Office (3136)

**RDU:** Shared Services of Alaska (17)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		
										PFT	PPT	NP
1007 I/A Rcpts	SalAdj	2.5	2.5	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
Alaska Care rate increase from \$1346 to \$1555 per month for exempt and partially exempt employees. \$2.5												
<b>Totals</b>		<b>714.5</b>	<b>673.2</b>	<b>3.0</b>	<b>35.3</b>	<b>3.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>5</b>	<b>0</b>	<b>0</b>

**Personal Services Expenditure Detail**  
**Department of Administration**

**Scenario:** FY2018 Governor (13956)  
**Component:** Business Transformation Office (3136)  
**RDU:** Shared Services of Alaska (17)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Months	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	UGF Amount
02-#010	Program Manager	FT	A	GG	Juneau	205	22A	12.0		78,732	0	0	44,008	122,740	0
02-#011	Program Manager	FT	A	GG	Juneau	205	22A	12.0		78,732	0	0	44,008	122,740	0
02-#012	Program Manager	FT	A	GG	Anchorage	200	22A	12.0		74,988	0	0	42,715	117,703	0
02-#013	Program Manager	FT	A	GG	Anchorage	200	22A	12.0		74,988	0	0	42,715	117,703	0
02-5182	Division Director	FT	A	XE	Juneau	N05	27F	12.0		129,132	0	0	63,186	192,318	0
<b>Total</b>													<b>Total Salary Costs:</b>	436,572	
<b>Positions</b>													<b>Total COLA:</b>	0	
<b>Full Time Positions:</b>													<b>Total Premium Pay:</b>	0	
<b>Part Time Positions:</b>													<b>Total Benefits:</b>	236,632	
<b>Non Permanent Positions:</b>															
<b>Positions in Component:</b>													<b>Total Pre-Vacancy:</b>	673,204	
													<b>Minus Vacancy Adjustment of 0.00%:</b>	(0)	
													<b>Total Post-Vacancy:</b>	673,204	
													<b>Plus Lump Sum Premium Pay:</b>	0	
													<b>Personal Services Line 100:</b>	673,204	

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1007 Interagency Receipts	673,204	673,204	100.00%
<b>Total PCN Funding:</b>	<b>673,204</b>	<b>673,204</b>	<b>100.00%</b>

Note: If a position is split, an asterisk (\*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (\*\*) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

**Line Item Detail (1676)**  
**Department of Administration**  
**Travel**

**Component:** Business Transformation Office (3136)

<b>Line Number</b>	<b>Line Name</b>		<b>FY2016 Actuals</b>	<b>FY2017 Management Plan</b>	<b>FY2018 Governor</b>
2000	Travel		0.0	0.0	3.0
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2016 Actuals</b>	<b>FY2017 Management Plan</b>	<b>FY2018 Governor</b>
<b>2000 Travel Detail Totals</b>			<b>0.0</b>	<b>0.0</b>	<b>3.0</b>
2000	In-State Employee Travel	Transportation costs for travel relating to administration, training, conventions and meetings, boards and commissions	0.0	0.0	3.0

**Line Item Detail (1676)**  
**Department of Administration**  
**Services**

**Component:** Business Transformation Office (3136)

<b>Line Number</b>	<b>Line Name</b>		<b>FY2016 Actuals</b>	<b>FY2017 Management Plan</b>	<b>FY2018 Governor</b>
3000	Services		0.0	0.0	35.3
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2016 Actuals</b>	<b>FY2017 Management Plan</b>	<b>FY2018 Governor</b>
<b>3000 Services Detail Totals</b>			<b>0.0</b>	<b>0.0</b>	<b>35.3</b>
3011	Other Services	Other services for purposes yet to be determined	0.0	0.0	35.3

**Line Item Detail (1676)**  
**Department of Administration**  
**Commodities**

**Component:** Business Transformation Office (3136)

<b>Line Number</b>	<b>Line Name</b>		<b>FY2016 Actuals</b>	<b>FY2017 Management Plan</b>	<b>FY2018 Governor</b>
4000	Commodities		0.0	0.0	3.0
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2016 Actuals</b>	<b>FY2017 Management Plan</b>	<b>FY2018 Governor</b>
<b>4000 Commodities Detail Totals</b>			<b>0.0</b>	<b>0.0</b>	<b>3.0</b>
4000	Business	General business supplies such as office consumables, furniture, and computer equipment	0.0	0.0	3.0

**Revenue Detail (1681)**  
**Department of Administration**

**Component:** Business Transformation Office (3136)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
<b>5007 I/A Rcpts (1007 I/A Rcpts)</b>			<b>0.0</b>	<b>0.0</b>	<b>714.5</b>
5301 Inter-Agency Receipts		Interagency receipt authority for reimbursable services agreements to be determined	0.0	0.0	714.5